

Regular Session, September 12, 2011, 7:00 p.m.
Catawba County Board of Commissioners

Appointments

Region E Development Corporation	316	09/12/11
Catawba County Planning Board	316	09/12/11
Nursing and Rest Home Advisory Board	316	09/12/11
Jury Commission	316	09/12/11
Mental Health Partners	316	09/12/11
Juvenile Crime Prevention Council	316	09/12/11

Catawba Valley Medical Center

Resolution – Catawba Valley Medical Group	316	09/12/11
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Closed Session

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Planning, Parks and Development

2011 Urgent Repair Program	340	09/12/11
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Proclamations

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Resolution

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The Catawba County Board of Commissioners met in regular session on Monday, September 12, 2011 at 7:00 p.m. in the Robert E. Hibbitts Meeting Room of the 1924 Courthouse, 30 North College Avenue, Newton, North Carolina.

Present were Chair Katherine W. Barnes, and Commissioners Dan A. Hunsucker, Barbara G. Beatty and Randy Isenhower.

Vice-Chair Lynn M. Lail was absent.

Also present were County Manager J. Thomas Lundy, Assistant County Manager Lee Worsley, Assistant County Manager Dewey Harris, County Attorney Debra Bechtel, and County Clerk Barbara Morris. Deputy County Attorney Anne Marie Pease was absent.

1. Chair Katherine W. Barnes called the meeting to order at 7:00 p.m. Chair Barnes noted Vice-Chair Lail was out of town and thanked Commissioner Barbara Beatty for being at the meeting after just having surgery.
2. Commissioner Dan Hunsucker led the Pledge of Allegiance to the Flag.
3. Chair Barnes offered the invocation.
4. Commissioner Hunsucker made a motion to approve the minutes from the Regular and Closed Session of August 15, 2011. The motion carried unanimously.

5. Recognition of Special Guests: Chair Barnes welcomed all present and specifically recognized Catawba County NAACP President Jerry McCombs.
6. Public Comments for Items Not on the Agenda: None.
7. Presentation:
Chair Kitty Barnes presented Catawba County Emergency Management Coordinator Karyn Yaussy with a proclamation declaring September 2011 as "National Preparedness Month". The proclamation encouraged citizens to prepare their homes, businesses and communities for any type of emergency, from natural disasters to potential terrorist attacks, and encouraged participation in preparedness activities suggested by the County and other government agencies such as making a family emergency plan; putting together an emergency supply kit; being prepared to help a neighbor; and working as a team to help keep everyone safe. Karyn thanked the Board for its support of Emergency Services efforts.
8. Appointments:
Chair Barnes presented the recommendation of Vice-Chair Lail for the reappointment of Jeff Gniadek for a third term and Rodney Miller for a fourth term to the Region E Development Corporation. These terms will expire on September 30, 2014. Chair Barnes presented Vice-Chair Lail's recommendation to appoint Eric Shook as a regular member of the Catawba County Planning Board. Dr. Shook had been an alternate member but agreed to move into a regular member position and his term will expire on December 31, 2012. Vice-Chair Lail also recommended the appointment of Barbara Huffman for a first term on the Nursing and Rest Home Advisory Board to fill the vacancy resulting from Grace McLeod's resignation from the Board prior to her death. Ms. Huffman's term will expire on September 12, 2012.

Commissioner Randy Isenhower recommended the appointment of Wayne Martin for a first term on the Jury Commission to succeed Bob Sanford who had served four terms on the Commission. Mr. Martin's term will expire on June 30, 2013. Commissioner Isenhower recommended the appointment of David Boone for an unexpired term on the Mental Health Partners Board of Directors to fill the vacancy resulting from Ray Von Beatty's resignation due to health issues. Mr. Boone's term will expire on June 30, 2012. Commissioner Isenhower also recommended the Commissioner and Public Health Director positions be deleted from the Juvenile Crime Prevention Council in an effort to make this large board more manageable.

These recommendations came in the form of a motion, which carried unanimously.

9. Departmental Reports:
 - A. Catawba Valley Medical Center.
Tony Rose, President of Catawba Valley Medical Center and Brian McGinnis, Director of Catawba Valley Medical Group, presented a request for the Board to adopt a resolution authorizing the organization of Catawba Valley Medical Group, Inc. and the transfer of certain operations of medical clinics to that entity. After many months of study and analysis, Catawba Valley Medical Center (CVMC) concluded that its physician practices comprising Catawba Valley Medical Group can better serve the people of Catawba County as a separate entity, now and in the future. The reorganization will immediately increase revenues and reduce expenses, allowing the Center to hold down patient fee increases and continue its mission to see all patients, regardless of ability to pay. CVMC's practices are among the few in the area currently accepting Medicare and Medicaid patients, and those volumes continue to grow.

The new 501(c)(3) corporation will not be subject to the procedural requirements of the Joint Commission, which oversees the accreditation of hospitals and medical centers, but will follow National Committee on Quality Assurance (NCQA) standards, allowing a more practical use of physician and staff time and more focus on patient needs. The NCQA model will provide for a swift

transition to practices receiving the Patient-Centered Medical Home designation, further enhancing access for patients and better coordinating their medical needs.

Catawba Valley Medical Group, Inc. will initially include CVMC's nine primary care practices and a recently-formed cardiology practice. Any additional primary care practices and specialty practices will become part of Catawba Valley Medical Group, Inc. An ad hoc committee of the Board of Trustees of CVMC, consisting of County Commissioner Barbara Beatty, Alan Forshey, MD and Jim Wright was appointed to provide oversight for this project. At a meeting on August 3, 2011, this committee reviewed organizational documents and a recommendation was approved to proceed with this reorganization. Based on this recommendation, the Catawba Valley Medical Center Board of Trustees reviewed the proposal at its August 22, 2011, meeting and resolved to request Board of Commissioners approval of the changes.

The reorganization will be effective on October 1, 2011.

In response to a question by Commissioner Isenhower it was clarified that all employees for both the medical group and the hospital would be employees of the Catawba Valley Medical Center. Commissioner Beatty made a motion to adopt the resolution authorizing the organization of Catawba Valley Medical Group and the transfer of certain operation of the medical clinics to that entity. The motion carried unanimously. The following resolution applies:

RESOLUTION NO. 2011-

**AUTHORITY FOR THE ORGANIZATION OF CATAWBA VALLEY MEDICAL GROUP, INC. AND
THE TRANSFER OF CERTAIN OPERATIONS OF MEDICAL CLINICS TO THAT ENTITY**

WHEREAS, The Board of Trustees of Catawba Valley Medical Center of Catawba County, North Carolina (the "Trustees") currently operates a series of medical clinics as a department of the hospital under the trade name "Catawba Valley Medical Group," together with certain other related trade-names (the "Clinics"), and, in order to more efficiently and effectively provide medical services to the community, desires to separate the operation of those Clinics into a separate legal entity; and

WHEREAS, Catawba Valley Medical Group, Inc. ("CVMG") is a North Carolina non-profit corporation, previously formed at the direction of the Trustees for limited purposes and the Trustees desires that this entity undertake the operation of the Clinics, together with such other clinics as may become appropriate; and

WHEREAS, the following documents and instruments relating to the organization of CVMG as a working entity have been approved by the Trustees, who requested that the Catawba County Board of Commissioners approve them:

- (a) Articles of Restatement and Amendment of the Articles of Incorporation
- (b) Restated Articles of Incorporation
- (c) Bylaws
- (d) Consent to Action of the Incorporator
- (e) Minutes in Lieu of Organizational Meeting

Which documents constitute the proposed organizational documents for that entity, necessary and sufficient to vitalize CVMG as a separate legal entity, actively participating in providing medical care; and

WHEREAS, pursuant to those documents CVMG will have a board of directors, the membership of which shall be determined by the appointment of the Catawba County Board of Commissioners based on the nomination of the Trustees; and

WHEREAS, the Trustees have nominated the following persons to serve as Directors:

J. Anthony Rose, President and C.E.O. of Catawba Valley Medical Center
David Boone, Senior Vice President and C.F.O. of Catawba Valley Medical Center
Andrew Chesson, M.D., Medical Director of Catawba Valley Medical Group
Jim Wright, Trustee of Catawba Valley Medical Center
Barbara Beatty, Member, Board of Commissioners and Trustee of Catawba Valley Medical Center

WHEREAS, the following documents and instruments relating to the transfer of the operations of the Clinics to CVMG have also been presented to the Trustees, who have approved them and requested that the Catawba County Board of Commissioners review and approve them:

(a) A Services Agreement by and between Catawba Valley Medical Center and Catawba Valley Medical Group, Inc., whereby Catawba Valley Medical Center will provide certain services, including billing, collections, finance and cash management, payroll and other human resources functions, record keeping, information technology and other similar services to CVMG in exchange for appropriate payment;

(b) A form of certain Lease Agreements and Lease Assignments, whereby CVMG will become the tenant on all of the real property where Catawba Valley Medical Center currently operates the Clinics, some of which is owned by Catawba County;

(c) An Assignment Agreement between Catawba Valley Medical Center and CVMG assigning certain contracts between Catawba Valley Medical Center and various contracted employees, including the physician employees working in the clinics, to CVMG.

(d) An Equipment and Supply Lease Agreement between Catawba Valley Medical Center and CVMG leasing all of the capital equipment and other capitalized personal property used in the operation of the Clinics to CVMG in exchange for appropriate payment.

(e) A Bill of Sale transferring the non-capital personal property in use at the Clinics to CVMG.

Which documents constitute those documents necessary to the transfer of the operations of the medical clinics to CVMG; and

WHEREAS, the Trustees have requested, by Resolution adopted August 22, 2011, that the Catawba County Board of Commissioners approve the execution of the lease agreements, accept the authority to appoint the board of directors of CVMG, and approve the transfer of the operation of the medical clinics; and

WHEREAS Catawba County Board of Commissioners have reviewed the request and finds it to be in the best interests of the County;

NOW, THEREFORE, BE IT RESOLVED by the Catawba County Board of Commissioners as follows:

Section 1. The forms, terms, and provisions of each of the foregoing documents (referred to collectively herein as the "CVMG Documents") are hereby approved in substantially the form presented, together with such changes not inconsistent with the general tenor of said documents as the President or the Chief Financial Officer of CVMC, with the advice of counsel, may deem necessary and appropriate.

Section 2. The President of CVMC and the Chair of the Catawba County Board of Commissioners are hereby authorized to do any and all other things necessary to effectuate the transfer of the operation of the medical clinics, including the execution and delivery of the CVMG Documents, together with the execution of any and all additional certificates, agreements or

documents as may be necessary to effectuate any of the foregoing, and such execution and delivery shall be conclusive evidence of the authorization and approval thereof by this Board and CVMC.

Section 3. The following individuals are hereby appointed to the Board of Directors of Catawba Valley Medical Group, Inc.:

J. Anthony Rose, President and C.E.O. of Catawba Valley Medical Center

David Boone, Senior Vice President and C.F.O. of Catawba Valley Medical Center

Andrew Chesson, M.D., Medical Director of Catawba Valley Medical Group

Jim Wright, Trustee of Catawba Valley Medical Center

Barbara Beatty, Member, Board of Commissioners and Trustee of Catawba Valley Medical Center

Section 4. This Resolution shall take effect immediately upon its passage.

Katherine W. Barnes, Chair
Catawba County Board of Commissioners

B. Social Services:

Karen Heffner, Work First Supervisor, and Social Services Director John Eller presented a request for the Board to approve a Work First Plan for 2012-2014 for submission to the North Carolina Department of Human Resources. In 1996, Congress ended the national welfare program known as AFDC (Aid to Families with Dependent Children) and crafted legislation allowing states to implement their own welfare programs. This devolution of authority enabled the North Carolina General Assembly to go even further with welfare reform. The Legislature took the next step; allowing counties to compete for "Electing County" status – in essence, offering a limited number of counties the opportunity to have greater control over local welfare policies, as well as greater control over available funding.

On July 11, 2011, the Board voted to pursue "Electing County" status and appointed a committee to assist in development of the County's Work First Plan. The plan was available for public review and comments at the Department of Social Services, the Social Services web page and Employment Security Commission from August 8, 2011 to August 12, 2011.

The philosophy of the Work First Plan incorporates quality values and organizational standards that reflect respect for the worth and dignity of each and every citizen. Catawba County's plan takes personal responsibility to the next level, as well as modeling the plan after the 'real world of work.' It is the County's plan to have long-term successful family and child well-being outcomes for the entire Work First population.

"Electing County" status continues to be preferred for Catawba County, as it allows greater flexibility in program administration and the possibility to be financially advantageous, although it will be less advantageous than in past years.

Changes in the 2012-2014 Plan include:

- When *child welfare/social services* (must have been placed by Social Services) places a child(ren) with their 2nd cousin – the 2nd cousin can apply and receive for Work First for the child(ren).
- Applicant must be receiving Food Assistance or be evaluated for Food Assistance within 12 calendar days of applying for Work First Food Assistance (WFFA). If the applicant fails or refuses to do so without good cause, deny the application for WFFA and notify the Medicaid worker (applicants must apply for Medicaid before applying for WFFA).
- The 60-month time limit will apply to the 'child only' cases where the parent is in the home and is not included in the grant due to being undocumented. The 60-month time limit is a cumulative total and includes the month in which TANF assistance was received in other states. The 60-month time limit began in January 1997 in North Carolina and that is the date that will be used for these cases. A notice will be sent to families this will impact. Catawba County will develop a manual tracking system for these cases.
- For all payment type 1 cases, compliance with each element on the Mutual Responsibility Agreement – (MRA-A Core requirements) must be evaluated monthly. If the family is not in compliance with all of the provisions and does not have good cause for non-compliance, the case will be terminated adequately and the case will be transferred to Medicaid. A re-application will be required before the family may receive WFFA again.
- All reviews will be completed within a range of 6 to 9 months.
- Applicants and recipients will sign a signature page instead of having to sign each individual form.
- All mandatory employment cases will be drug tested. If the recipient fails the drug test, he/she must cooperate with substance abuse treatment or will be out of compliance with their MRA.

On August 16, 2011, the Catawba County Social Services Board approved the Work First Electing Plan. Commissioner Hunsucker made a motion to approve this Work First Plan. The motion carried unanimously. The Plan follows:

CATAWBA COUNTY

WORK FIRST PLAN

2012-2014



Submitted: September 2011
John Eller, Director
Catawba County Social Services
P O Box 669, Newton, NC 28658
Telephone: (828) 695-5603
Fax # (828) 695-2497
Email Address: jeller@catawbacountync.gov

I. Conditions within the County

- Only 416 of Catawba County's 154,358 citizens receive Work First. That is less than .003% of the population (<http://quickfacts.census.gov>).
- 189 families were receiving Work First in July. Of these, 151 included no adult in the assistance payment (Work First Case Profile Summary Report).
- 16 individuals are Work Eligible which means they must comply with the Employment component of the program (Work First Able-Bodied Report – July 2011).
- The racial heritage of families receiving Work First is 55% Caucasian, 24.23% Other/Hispanic and 20.77% African-American (UNC Dean Duncan web site).
- 50% of Work First cases that leave Work First remain off of Work First Cash assistance for 12+ months (UNC Dean Duncan web site).
- Work First recipients face many barriers to employment, which include: medical problems that preclude or limit their employment and serious mental or psychological problems.
- Transportation is another major barrier. Even if the family has a car, the car is often in poor repair.
- 5% of all households in Catawba County have no vehicle available for personal use (2011 Catawba County Child Data Snapshot).
- Approximately 53.4% of the children in the Work First caseload have a valid child support order. The average support obligation is \$121.25 in Catawba County as compared to the state average for TANF of \$135.43. The average collection rate of TANF is 68.4% as compared to the state average rate of 70.4%.
- In 2009, Catawba County had a teen pregnancy rate of 55.8 per 1,000 (15-19 years old) compared to the state rate of 56 per 1,000 (2011 Catawba County Child Data Snapshot).
- 3,727 children and adolescents were in need of mental health services and approximately 45% were served by the public system as compared to the state average of 36% according to the 2008 Health and Wellbeing Youth Survey.
- 36% of Catawba County renters are unable to afford a 2 bedroom apartment compared to the state at 44% (2011 Catawba County Child Data Snapshot).
- In June 2011, 10% (15,125) of children and youth 0-20 years old received Medicaid in Catawba County and 16% (24,215) of all Catawba County residents received Medicaid benefits.
- As of June 2011, 2803 children (6-18 years old) in Catawba County were enrolled in NC Health Choice.

Catawba County had an unemployment rate of 12.0% in June 2011 (most recent statistics) while the State's rate was 10.4%. There were 8773 unemployed citizens in May (www.ncesc.com). The rank of the "working poor" in Catawba County is swelling. Between 2000 and June 2011, Catawba saw a 475 % increase (4956 to 28,516) in Food Assistance recipients.

Recent statistics reveal that the top three employers in the county are education and health services – Catawba County Schools System, Catawba Memorial Hospital and Frye Regional Medical Center (www.ncesc.com). Therefore the majority of the available jobs are in the service

industries which involves night and week end work, as well as rotating shifts and days. This type of scheduling makes childcare and transportation very difficult to coordinate.

Four centers are currently offering second shift care and two of these centers that offer second shift care stay open until 7:00 pm. No center offers third shift care. Eleven licensed homes are providing second shift care and eight licensed homes are providing third shift care. Week end care has proved to be a hardship on the licensed homes and acceptance of children has transitioned to a case by case process. Helping families to locate safe and affordable childcare to meet the needs of irregular work schedules is imperative to continued success of the program.

Public transportation is not available throughout the county. No public transportation is available outside of the extended workday. Buses do not run on Sundays. Many areas of the county are miles from the nearest employer and/or child care provider. For these families, the lack of transportation is a major barrier to self-sufficiency. The county does have a car donation program – Work and Ride. Work and Ride is a partnership of Catawba County Social Services and Greater Hickory Cooperative Christian Ministry. During the fiscal year 2010-2011, only one vehicle was donated to the program. Since the program's inception in May 1999, 125 vehicles have been awarded to families to assist them in maintaining their employment.

Mission Statement

To enable Work First recipients and applicants to become and remain self-sufficient by linking them with resources and skills, and to allow them to take responsibility for themselves and their families.

Vision Statement

All Catawba County families will demonstrate personal responsibility and will have the resources needed to meet their basic needs – food, clothing, shelter, and medical care.

II. Planning Process

A. Planning Committee

The State of North Carolina submits a State TANF Plan to the federal Department of Health and Human Services every two years. The State Plan describes North Carolina's TANF Program, called Work First. The State Plan is an aggregate of the standard Work First Program and the various Electing County Plans.

The Social Services system in North Carolina is county-administered and state-supervised. The State Division of Social Services establishes the standard Work First Program according to guidelines contained in federal regulations and state law, allowing counties maximum local flexibility.

Electing counties develop a plan that describes their plans for administering the program in response to local needs and situations.

This plan will be for October 1, 2012 through September 30, 2014. The Board of County Commissioners approves county plans.

The planning process is an opportunity to take full advantage of local flexibility built into the Work First Program. It is the time to strengthen local partnerships and tap into local creativity to move low-income families into self-sufficiency.

On July 11, 2011, the Catawba County Board of County Commissioners voted for Catawba County to continue being an Electing County.

The Board of County Commissioners is required to appoint a committee to oversee the planning effort. The members of the Committee and the groups they represent are:

Lynn Lail	Board of Social Services / Board of County Commissioners
Melissa Cline	LME
Tom Fannin	Board of Public Health
Karen Cale	Local School System
Michael Pons	Business Community
Veronica Grantham	Employment Security Commission Manager
Roger Baker	Greater Hickory Cooperative Christian Ministry
Robert Silber	Eastern Catawba Cooperative Christian Ministry
Captain Harris	Salvation Army
Henry Steele	Vocational Rehabilitation Manager
Mary Patton	Goodwill Compliance Director
Malle Vue	Goodwill Manager
Ann Peele	First Step Manager
Andrew Cogdell	Legal Aid
Kristena Campbell	Child Care Service Provider
Joyce Watson	HRD Director
Jeanna Frye	Qualified Professional in Substance Abuse Professional (QPSA)
Katie Turk	Child Welfare Program Administrator
Lori Williams	Prevention Unit Supervisor
Kristen Sigmon	Child Support Unit Program Manager
Claudia Catlin	Day Care Unit Supervisor
Ed Clifford	Regional Transit Authority
Karen Heffner	Work First Supervisor
Beth Smith	Work First Lead Worker
John Eller	Social Services Director

B. Public Comment

The plan was made available for public review from August 8, 2011 through August 12, 2011. An article in the local newspaper informed citizens that copies of the plan were available to review at Social Services, at Employment Security Commission, and on the Social Services web page. Accepting the input from local citizens and with the recommendation of the Planning Committee, the plan was formally approved by the Catawba County Board of Commissioners.

C. Planning Process

On July 18, 2011, the Planning Committee meeting was held. At this meeting, local Social Services staff gave the committee members an overview of the current Work First Program. Demographic information on the current Work First population was shared with the group. A time line was developed for the project.

During the month of July, Work First participant and applicants were surveyed. The survey asked:

- What barriers are keeping you from becoming employed?
- What do you need in order to become employed?
- What services do you currently use from Social Services?
- What would you change about the Work First Program?
- What benefits/services of the Work First Program have helped you?
- If employed, what has helped you in keeping your job?
- What services do the children in the Work First grant need to help them be the best they can be?
- Any other comments

Catawba County's demonstrated record of commitment to children and families, collaborative strategic planning, risk taking and successful implementation of innovations makes this community a natural choice to continue being an Electing County. The successful track record includes efforts such as Catawba County TANF Housing Initiative, Work First Demonstration Grant, Work and Ride, JobLink Career Center, and JobBoost. Catawba County has used the many lessons learned from previous efforts to design this project for families in need.

Welfare reform continues to be a work in progress. The Board of County Commissioners and Social Services will continue to monitor and evaluate the impact of the Work First Program on children and families in Catawba County and to recommend adjustments and refinements to the collaborative effort as needed. Members of the committee have pledged their support of the proposal and its implementation.

Catawba County will follow the State Work First Non-Discrimination Policy and Grievance Procedures found in Section 002. The flyer DID YOU KNOW? (DSS 5333) is posted and given to customers as requested. Catawba County Social Services will inform all LEP (Limited English Proficiency) persons of the right to receive free interpreter services and encourage them to identify themselves as persons needing language assistance (Posted signs, statements in pamphlets, on the website, etc.) The language of the LEP person will be noted in his/her record so that all staff can identify the language assistance needs of the client. Bilingual staff and/or the Contract Telephone Interpreting Service will be used for effective communication between the Agency Staff and the LEP persons.

III. Goals and Performance Measures

The Goal of the Catawba County Work First Program is to move Work First applicants and recipients to self-sufficiency by either empowering them to secure and maintain employment or by securing disability benefits.

B. Statewide Work First Goals

Catawba County will adopt the goals established by the state. Those goals are:

1. Meeting Federal Work Participation Rates for All Families. Active participants in employment services and activities will lead to full time employment. Counties must ensure that at least 50% of all Work Eligible individuals, as defined by Federal Rule, complete the required number of hours of federally countable activities.
2. Meeting Federal Work Participation Rates for Two-Parent Families. Active participation in employment services and activities will lead to full time employment. Counties must ensure that at least 90% of all two-parent families with Work Eligible individuals, as defined by Federal Rule, complete the required number of hours of federally countable work activities.

C. County Performance Measures (statistics from Jordan Institute for Families – web site:

<http://sasweb.unc.edu/>)

1. Employment: Self sufficiency will be realized primarily through the employment of Work First citizens. Catawba County will ensure that 10 participants per fiscal year will become employed and will use the statistics from the Jordan Institute for Families for documentation.
2. Meeting Federal Participation Rates: Active participation in federal countable work activities will lead to full time employment.

Date	All Family	Two Parent	Date	All Family	Two Parent
June 10	50%	00%	July 10	50%	00%
August 10	52.38%	00%	Sept 10	54.55%	00%
Oct 10	56.67%	00%	Nov 10	58.57%	N/A
Dec 10	54.55	N/A	Jan 11	54.29%	00%
Feb 11	52.73%	00%	Mar 11	59.29	0%
Apr 11	55.5%	N/A	May 11	56.67%	N/A

3. Providing Employment Services: Active participation in intensive employment services for all families is necessary in order to meet the participation rate and to ensure families are served adequately before the end of five years. One measure of success in Work First is the percentage of families who are subject to work requirements that counties are assisting with job preparation and job placement.
4. Staying Off Welfare: Efforts to reduce welfare rolls, help adults find jobs, and increase self-sufficiency are undermined when families return to welfare. Families leaving Work First because of a job are tracked to determine if they return to cash assistance. Catawba County will ensure that 50% of participants that leave Work First will stay off of welfare --If the individual has not returned to Work First in any of the 12 subsequent months (after leaving Work First for employment), the individual will be counted in this total.

5. Job Retention: Families who leave Work First for employment and continue to be employed 6 to 12 months after leaving the program show evidence of keeping their income and increased job stability, which impacts a family's well-being. Neither the Jordan Institute for Families or the State are tracking and/or providing this data to the counties.
6. Benefit Diversion: The most successful outcome for an applicant for public assistance is to avoid the need to become a recipient. This is also recognized in the federal law, which specifies diversion from public assistance as a desired outcome. Catawba County will divert 25 families per fiscal year from traditional Work First Program through providing them with the Benefit Diversion assistance.

IV. Plans to Achieve the Outcomes and Goals

1. Employment: Work is the focus of the Work First Program. On the day of application, the case manager begins laying the foundation and ground rules for this program. The citizen is informed that Work First Cash Assistance is considered a short-term assistance and full time employment is the goal of the program.
 - a. Activities: Job Development and Placement provided by Employment Security Commission, JobLink Career Center, CVCC's Human Resources Development, English as a Second Language, Graduate Equivalency Degree, Adult Basic Education, Short term skills training, New Choices CRC (Career Readiness Certificate) and Community Work Experience opportunities.
 - b. Supportive Services: Counseling, case management, daycare, transportation, and participation expenses (mileage reimbursement, car repairs, uniforms, tuition and books, etc.) child support and food assistance.
2. Meeting Federal Participation Rate: The rate will be met through a combination of efforts.
 - a. Activities: Employment services are offered to all able-bodied adults. Catawba County case managers will provide Work First participants with the full array of services, including developing appropriate Mutual Responsibility Agreements and closely monitoring progress as the citizen moves towards self-sufficiency. Case Managers will place all mandatory participants in appropriate countable Work First activities; such as Employment, Vocational Education Training, Work Experience, Job Search/Job Readiness, etc. All cases will be staffed with the supervisor at a minimum of once per month. Case managers will also make referrals to community resources. The case managers will assure that all applicable cases are opened in EPIS (Employment Program Information System) each month and supervisor will monitor the employment services case management report and follow up if needed. Work First checks will not be released if the participant is out of compliance with their Mutual Responsibility Agreement unless there is good cause and all cases out of compliance will be staffed by the unit to determine if good cause exists.
 - b. Supportive Services: Counseling, case management, daycare, transportation, participation expenses (mileage reimbursement, car repairs, uniforms, tuition and books, etc.) are provided to ensure that participants are able to complete the required number of hours in their assigned component(s).

3. Providing Employment Services: Citizens seeking employment will find a full array of services available to assist them.
 - a. Activities: Employment services are provided to all able-bodied adults. Case managers will assess the participant's job readiness and if appropriate place the participant in the community college's Employability Class before beginning the job search component. If appropriate, the participant will be required to obtain their CRC (Career Readiness Certificate). The case manager and participant will partner with JobLink Career Center, Employment Security Commission, WIA (Workforce Investment Act), Vocational Rehabilitation, Employers and other appropriate programs to assist in the participant becoming employed.
 - b. Supportive Services: Counseling, case management, daycare, transportation, and participation expenses (mileage reimbursement, car repairs, uniforms, tuition and books, etc.) child support and food assistance.
4. Staying off Welfare: Catawba County is using a multi-faceted approach to keep citizens on the job and off of welfare.
 - a. Activities: Case management services will be provided after the Work First participant becomes employed. Case managers will evaluate the former Work First participant for 200% of Poverty Services, Department of Transportation funds, Emergency Assistance, Retention service and bonus, and Economic Crisis Services in the county. Referrals to appropriate community resources will be made.
 - b. Supportive Services: Counseling, case management, daycare, transportation, Job Bonus, Transitional Medicaid, retention bonus, child support, food assistance, and community referrals.
5. Job Retention: Families who leave Work First for employment and continue to be employed six to twelve months after leaving the program show evidence of keeping their income and increases job stability, which impacts a family's well-being.
 - a. Activities: Case manager will provide case management, counseling and problem-solving. Case manager will refer former participants to appropriate agencies, such as Employment Security Commission, JobLink Career Center, and Employers. The case manager will evaluate former Work First recipients for 200% of Poverty Services, Department of Transportation Funds, Emergency Assistance, and Retention Services.
 - b. Supportive Services: Counseling, case management, daycare, transportation, Job Bonus, Transitional Medicaid, retention bonus, child support, food assistance, and community referrals.
6. Benefit Diversion: The culture of Catawba County Social Services has changed. The focus is on employment, not processing entitlements. For many citizens in a short-term crisis, Benefit Diversion is an obvious solution.
 - a. Activities: The case manager will assess each applicant's situation to determine if Benefit Diversion is appropriate and if so, will offer it to them. The case manager will consider previous public assistance and employment histories. The applicant's ability to find employment within a brief period of time, maintain current employment, or obtain sufficient income from other sources will also be considered.
 - b. Supportive Services: Counseling, case management, day care if funding is available, child support, and food assistance.

V. Administration

A. Authority

The Catawba County Board of County Commissioners retains full authority for the Work First Program.

B. Organization

Catawba County Social Services is responsible for administration of the Work First Program. From the moment the citizen makes first contact with the agency, he/she is informed that the Work First Program is a temporary assistance program and the goal for each citizen is full time employment and self-sufficiency. The case managers in this unit are blended doing both eligibility and employment functions. Each month, the Work First case manager is responsible for approximately 44 families (40 on-going cases and 4 additional cases which include: benefit diversion/200%/retention cases.) The case manager also serves on Work First intake approximately twice a week and General Assistance intake approximately twice a month.

Catawba County's JobLink Career Center is located at the Employment Security Commission. A Work First case manager is stationed at JobLink or at the Resume Lab once per week.

D. Child Care

When the availability of child care funding is less than the amount needed to serve all eligible children, Catawba County Social Services has the option to give some children priority for services. The names of all children who cannot be served will be maintained on a waiting list. When funds become available to reduce the waiting list, children will be removed in the order of priority. Within each priority group, families will be served on a first come, first serve basis.

Families in the following categories will be exempt from the waiting list:

- Priority #1 – Child Protective Services
- Priority #2 – Teen Parents enrolled the local school system
- Priority #3 – Foster Parents
 - Full or part time employed
 - Full or part time post-secondary education
- Priority #4 – Work First parents who are participating in mandatory activities (including Post-Secondary Education) to fulfill their Work First Employment and Training requirements and are in full compliance with their Mutual Responsibility Agreement.

Families will be served in the following order:

- Full time employment or full time training leading to employment
- Education
 - Full time post secondary
 - Full time vocational, skills training, GED, ABE, ESL
- Child Welfare Services
- Part time employment

- Part time education
- Development needs

Quick Care, which began in January 1998, assists Work First families with an immediate need for childcare. The Work First families are seen immediately upon becoming employed and are given a voucher based on their declaration of income if verification cannot be obtained before the family is scheduled to begin work. The family is given ten days to provide verification of income. This enables the Work First family to secure childcare immediately, which allows the family to accept the employment offer.

E. Transportation

Approximately \$18,000 from the Work First Block Grant will be allocated for transportation services for state fiscal year 2011-2012. Strategies included the utilization of:

- Public Transportation: Western Piedmont Regional Transit Authority – Greenway Public Transportation
- Mileage reimbursement – Work First families are reimbursed 21 cents per mile in order to participate in their component with a cap of \$100.00 per month
- Assisting with car repairs for recipients' vehicles – Must have a valid driver's license, car insurance and a statement from the mechanic that the car is 'worth' repairing
- Work and Ride Program (car donations) – This program accepts vehicles in road-worthy condition and matches them with families in Catawba County who need transportation to maintain employment. Work and Ride is a partnership of Catawba County Social Services and Greater Hickory Cooperative Christian Ministry. Since the inception of the Work and Ride Program, in May 1999, 125 vehicles have been awarded to families. The fiscal year of 2010-11, only one vehicle was donated to the program.
- Transportation for Work First recipients during their retention period – A maximum of four months transportation assistance is provided for all Work First customers that are working (20 hours or more per week), no longer receiving Work First cash assistance and, as long as their income is below the 200% of poverty level. Department of Transportation funds are utilized for these expenses, if available.

F. Substance Abuse and other Services

It can be anticipated that many of the Work First participants with substance abuse, mental health issues, and/or disabilities will have difficulty meeting the goal of the Work First program.

Work First and The Cognitive Connection have committed to work together in order to craft a plan that addresses local community needs. As part of the Work First – Substance Abuse Initiative, The Cognitive Connection provides one (.5) FTE Qualified Professional Substance Abuse (QPSA) stationed on site at Social Services to conduct initial substance abuse screenings and assessments for the Work First population. The QPSA screens and makes appropriate referrals of other mental health issues. Substance abuse services provided by this program include, but are not limited to the

following: Screenings, Assessments, Treatment Planning, Referral to Treatment Services and Case Management services.

Substance Abuse Screening: All adults applying for the Work First program will be given an initial substance abuse screening by the QPSA or Work First case manager – the Audit/Dast. If the results of this screening detect a possible substance issue, the QPSA will conduct a complete assessment.

Substance Abuse Assessments: The QPSA will conduct a substance abuse assessment, which will include an in-depth clinical interview and the use of a statewide-approved assessment tool, the SUDDS IV.

Treatment Planning and Referral to Treatment Services: When the QPSA identifies a Work First participant as having a substance abuse issue, the QPSA begins the treatment planning process with the identified person. The QPSA and customer develop a Mutual Responsibility Agreement addressing these issues and appropriate referrals are made for treatment.

Community Support Services: The QPSA stationed at Social Services provides ongoing care coordination, including tracking of progress.

Mandatory employment cases will be drug tested. Recipients that fail the drug test will be required to participate in substance abuse treatment. Recipients who fail to participate in recommended substance abuse treatment will be out of compliance with their Mutual Responsibility Agreement.

When a participant presents with a disability the Work First case manager will make a referral to Vocational Rehabilitation. All Work First applicants and recipients referred to Vocational Rehabilitation must complete the VR application and comply with all of their recommendations. Work First and Vocational Rehabilitation agree to closely coordinate activities in order to assure a coordinated plan and no duplication of services.

G. Family Violence Option

Violence in the family may be a substantial barrier to self-sufficiency for many families. Catawba County, recognizing the impact that violence can have on families, has entered into a contract with Family Guidance to provide an in-depth assessment. The purpose of the assessment is to evaluate the participant's situations and to determine services needed, as well as the extent to which the violence is an impediment to self-sufficiency. Family Guidance will provide the following services:

- Individualized assessments for each participant referred by the Work First case manager. Based on the assessment the participant may receive ongoing counseling, psychological testing, and/or supportive services.
- Case consultation with the Work First case manager.

Catawba County Social Services – Work First and Family Guidance agrees to closely coordinate activities in order to assure a coordinated plan and no duplication of services.

If a participant is unable to participate in work activities or comply with other Work First requirements at the time of assessment, the participant may request a waiver. The Work First case manager will use the assessment report from Family Guidance in conjunction with other information concerning the case, to determine if a waiver should be granted and for how long.

H. Maintenance of Effort (MOE)

The following activities, staff and services will be funded using Maintenance of Effort (MOE) funds:

- Work First Staff
- TANF Fraud Investigative Staff
- Work First Participant Expenses
- Work First Child/Adult Care
- Work First Transportation Expenses
- Retention Services
- Enrichment Services
- Group Support
- Contract – Legal Aid
- Work First Cash – Emergency Assistance
- Others as needed

I. Child Welfare Services

Fifty-eight (58%) of the Work First Block Grant will be devoted to Child Welfare Services for fiscal year.

VI. Emergency Assistance

Catawba County will continue to address the emergency needs of families with a combination of resources. Three non-profit assistance Agencies have a long history of serving the needs of families in crisis: the Salvation Army, the Greater Hickory Cooperative Christian Ministry (Hickory Area) and the Eastern Catawba Cooperative Christian Ministry (serving the Eastern end of the county). A number of smaller programs and Agencies also serve families in need: including the Red Cross, the Christian Community Outreach Ministries and Family Care Center. Many area churches maintain crisis funds for families in need, in addition to supporting the efforts of the above-referenced Faith-based ministries.

Catawba County Social Services will continue to appropriate a portion of its TANF allocation to the Emergency Assistance Program.

To be eligible for Emergency Assistance, the family must:

- 1) Have a child that meets the Work First Family Assistance guidelines in the home who is related to the specified relative

or be preparing for the return of a child (i.e. child being returned to home from foster care) within the next 60 days

or be the legal custodian or guardian for a minor child in their care (Per Work First Manual)

- 2) Be a US citizen or an eligible alien.
- 3) Be in an emergency situation caused by *circumstances beyond the control of the family* (loss or significant decrease in income, fire, unusual medical expenses that have left the family unable to meet their normal living expenses, etc.)
- 4) Have total countable reserve equal to or below \$3000. Liquid assets are limited to \$300. Vehicles are not counted in reserve. Liquid assets are cash on hand, current savings account balance, checking account balance (except what is needed to pay bills), stocks, bonds, mutual fund shares, savings certificates and revocable trust funds.
- 5) Have a monthly total countable income equal to or below 200% of the federal poverty level. Countable income is the same as for Work First Family Assistance. Use a base period of the month prior to the month of application. Convert income to a monthly amount (by using conversion factors of 4.3, 2.15). Add together the countable earned and unearned income. Compare to the income chart to determine if income eligible.
- 6) Cannot have received EA within the past twelve months.
- 7) Must apply for EA in the county in which they live.
- 8) Is eligible for a 30-day period, once approved. Payments may not exceed \$300 in a 30-day period. Benefits may not be provided under EA more than one time in a twelve-month period.
- 9) Must cooperate with Child Support, if there is not already an open child support case and if there is no cost, before the EA application can be approved (within 5 days).
- 10) Must be evaluated for Food and Nutrition Services, if not already receiving before the EA application can be approved (within 5 days).

The Agency must:

- 1) Make a decision to approve or deny the EA application within five workdays from the date of application.

Evaluation of Emergencies

- 1) EA cannot be used to improve the family's standard of living.
- 2) Explore whether any member of the family will have income that can be used to meet the emergency. (Will they get paid again before the power bill is due?)
- 3) Explore with them the steps they have taken to alleviate the emergency.
- 4) Evaluate whether or not the family has experienced a sudden change that has led to a decrease in income or created an extra expense
- 5) Evaluate to determine if they caused their own emergency. Do they have a history of being in a crisis situation? If so, explore other options.
- 6) Determine if EA will prevent recurrence of the emergency. Will they be able to maintain on an ongoing basis if we alleviate this emergency or will they have the same problem next month?
- 7) If the family has been penalized for failure to comply with WFFA program requirements, and the emergency could have been prevented had they complied, deny the EA application.

- 8) Heating and cooling crisis: CIP/ LIEAP/ Share the Warmth monies must be used first. If there are no Energy Program Funds, EA monies can be used to alleviate the crisis.
- 9) TANF funded assistance may not be provided for any medical care, regardless of whether the family members are covered by Medicaid. If assistance is provided for medical care it must be with MOE (Maintenance of Effort) funds and only for services that are not covered by Medicaid.
- 10) TANF EA will not be used to assist customers who live in Public Housing (their rent is already being subsidized by government assistance.)

VII. Services to Low Income Families (under 200% of Poverty)

Catawba County will provide services to families with income at or below 200% of poverty when: the family is a former Work First family, the adult is working, the custodial parent is cooperating with child support, the adult is receiving or has applied for Food Assistance and Family Medicaid, and the services provided will assist the adult in maintaining employment which will keep the family from reentering the traditional Work First Program.

The following services may be provided:

- Short term housing;
- Child and Family Enrichment Activities;
- Transportation;
- Child Care;
- Parenting training/services;
- Work-related expenses; and
- Case management.
- Other appropriate services that can be funded by TANF and MOE that would prevent the family from losing employment and returning to Work First.

Eligibility for services will be determined per state policy:

- Family's total gross monthly income is at or below 200% of the federal poverty level (accept family's statement, unless it is questionable);
- Same definition of a family as used for current Work First participants;
- At least one child in the family must be under 18 and meet the same kinship and living with rules as current Work First families; and
- Complete and maintain the eligibility worksheet.

If appropriate, and if funds are available through the Work First/Employment Transportation Operating Assistance Program (DOT) the "families with children at or below 200% of poverty" will be referred for transportation assistance through the DOT funds.

All Work First citizens who are subject to the work requirements will be served before offering or providing the above listed services to "families with children at or below the 200% federal poverty level." Catawba County will ensure that all Work First citizens are served first through the organization of the Work First unit. In Catawba County, it is the responsibility of the Work First Case Manager to implement the entire Work First Program -- cash assistance and employment. Therefore, from the moment the applicant presents her/himself for any of the Work First services,

the focus is on helping the family meet their financial needs through employment and child support. On the day of application, the case manager begins to lay the foundation and ground rules for the program.

VIII. Services to Non-Custodial Parents (optional)

Catawba County will not offer services to non-custodial parents.

IX. Exemption from the Work Requirements

Catawba County will follow the State Policy regarding exemptions from the Work Requirement.

X. Innovative County Strategies

Catawba County has historically demonstrated creative and highly effective collaborative efforts combining the skills and resources of multiple agencies and programs. The same is true of this effort. Several successful initiatives are currently in place to protect children and strengthen families. These projects include:

JobBoost: Catawba County contracted with People Connection, a local Temp Agency, to place individuals that meet the TANF 200% eligibility requirements in subsidized employment. This program gave individuals valuable work experience and a paycheck.

Legal Services for Child Only Cases: Catawba County has a contract with Legal Aid of North Carolina to provide legal services to 'child only' Work First Family Assistance citizens and, if applicable and appropriate, to 'regular' Work First Family Assistance citizens to increase the family stability for the children. The legal services provided included:

- Counsel and Advice
- Preparation of documents such as education affidavits, health care consent forms
- Representation in custody, guardianship, and adoption proceedings

Economic Literacy: Work First has partnered with Catawba Valley Community College's Human Resources Development Program to provide Economic Literacy as part of the 21st Century Employability Class. Topics covered are:

- Identify values
- Identify money goals -- budgeting
- Develop a plan to achieve goals – making ends meet
- Earned Income Credit

JobLink Career Center: Catawba County's JobLink Career Center is located at the Employment Security Commission office. The center's partners include:

- Social Services – Work First
- New Choices – CVCC
- Catawba Valley Community College
- Employment Security Commission

- Vocational Rehabilitation
- Goodwill Industries – WIA
- Cognitive Connection
- Senior Community Service Employment Program
-

The services offered at the center include:

- Career Counseling
- Career Testing/Assessment
- Computer Software Tutorials
- Job Referral and Listings
- Labor Market Information
- Referrals for Supporting Services
- Resume Preparation

Retention Services: Catawba County provides a one-time lump sum Employment Retention Bonus of \$400 to Work First participants whose Work First check terminates due to earned income and who remain employed:

- With the same employer (unless the change is an improvement), and
- Employed full time (30+ hours per week) for four consecutive months following termination of their Work First Cash benefit, and
- Income eligible based on the 200% level of poverty worksheet

XI. Special Issues

Catawba County had an unemployment rate of 12.0% in June 2011 (most recent statistics) while the State's rate was 10.4%. There were 8,773 unemployed citizens in May (www.ncesc.com). The rank of the "working poor" in Catawba County is swelling. Between 2000 and June 2011, Catawba saw a 475 % increase (4956 to 28,516) in Food Assistance recipients. According to an article in the Washington Post, "the region has lost more of its jobs to international competition than just about anywhere else in the nation." In a recent article, Hickory was listed as one of the ten cities that will take a decade to recover from the recession and that the lost industries which once made us prosperous will probably never come back to the area.

Another growing concern is the increasing number of children in the Child only/Caretaker caseload where the child is a US citizen, but the parent in the home is undocumented. Currently, there are 25 cases where the US born child of an undocumented parent is receiving benefits. These cases are not subject to the federal life-time limit or employment component.

XII. Eligibility

Catawba County will follow criteria established and implemented by the State regarding for the following:

- Age limits for children

- Payment levels
- Benefit Calculation
- Countable Income
- Resources requirement (limit and countable items)
- Extensions
- Time Limits for cases that include the Parent in the grant
- Work First Benefits (non compliance with MRAs with one exception listed below)
- Child Support Sanctions

Applicants must apply for Medicaid or be receiving Medicaid before applying for Work First.

Catawba County proposes changes to the following policies. These changes will be implemented once the State and Catawba County's plan has been approved.

1. Definition of Relationship:

Catawba County will follow criteria established and implemented by the State regarding definition of relationship and who may apply for assistance with the following exceptions. The exceptions are as follows:

- When siblings (half brothers/half sisters) have been placed with one of the sibling's relative by *child welfare/social services* (must have been placed by Social Services) and the relative meets the state's definition of "kinship" for one of the children. Then the adult can apply for the entire sibling group. For example: Child Welfare places half brothers with one of the boy's uncle (the uncle is not related to one of the boys and does not have legal custody or guardianship) – this exception would allow the uncle to apply for both of the children.
- When *child welfare/social services* (must have been placed by Social Services) places a child(ren) with their 2nd cousin – the 2nd cousin can apply and receive for Work First for the child(ren).

2. Benefit Diversion Requirements:

Catawba County will follow established and implemented by the State regarding benefit diversion with the following exceptions:

Applicant must cooperate with Child Support, apply or be receiving Food Assistance, and the applicant must register with Employment Security Commission if not already employed or job being held for the applicant and if monetarily eligible for Unemployment Benefits (UIB) must apply for the UIB prior to approval of the Benefit Diversion application.

3. Cooperation with Child Support is an eligibility requirement:

Applicant must cooperate with child support within 12 calendar days of applying for WFFA. If the applicant fails or refuses to do so without good cause, deny the application for WFFA and notify the Medicaid worker (applicants must apply for Medicaid before applying for WFFA).

4. Evaluate for or be receiving Food Assistance:

Applicant must be receiving Food Assistance or be evaluated for Food Assistance within 12 calendar days of applying for WFFA. If the applicant fails or refuses to do so without

good cause, deny the application for WFFA and notify the Medicaid worker (applicants must apply for Medicaid before applying for WFFA).

5. Time Limits – 60 month life time limit:

The 60-month time limit will apply to the 'child only' cases where the parent is in the home and is not included in the grant due to being undocumented. The 60-month time limit is a cumulative total and includes the months TANF assistance was received in other states. The 60 month time limit began January 1997 in North Carolina and that is the date that will be used for these cases. A notice will be sent to families this will impact. Catawba County will develop a manual tracking system for these cases.

6. Economic Literacy assessment is an eligibility requirement:

Applicant must be assessed for Economic Literacy within 12 calendar days of applying for WFFA by Work First staff. The Economic Literacy assessment is an integral part of the application process. If the applicant fails or refuses to be assessed, deny the application for WFFA and notify the Medicaid worker (applicants must apply for Medicaid before applying for WFFA).

7. Vocational Rehabilitation:

All Work First applicants and recipients referred to Vocational Rehabilitation must complete the application and comply with all recommendations. Failure or refusal to comply without good cause will result in the case being denied or terminated. Future eligibility is contingent upon completing the application and cooperating with Vocational Rehabilitation.

8. Substance Abuse/Mental Health Initiative for all cases:

Caretakers in the child only cases will be required to comply with the policy outlined in Section 104B of the Work First manual – Substance Abuse/Mental Health Initiative as a condition of eligibility. This is in effort to ensure child wellbeing.

9. Sanctions/Consequences:

Catawba County will follow criteria established and implemented by the State regarding non-compliance/sanctions with the following exception:

For all payment type 1 cases, compliance with each element on the Mutual Responsibility Agreement –(MRA-A Core requirements) must be evaluated monthly. If the family is not in compliance with all of the provisions and does not have good cause for non-compliance, the case will be terminated adequately and the case will be transferred to Medicaid. A re-application will be required before the family may receive WFFA again.

The MRA (MRA-A Core requirement and MRA-B Plan of Action) serve as a timely notice of a WFFA check being stopped and the case being transferred to Medicaid for all Work First cases.

10. Reviews:

All reviews will be completed within a range of 6 to 9 months.

11. Job Quit:

Job quit (treated the same as non-compliance with the MRAs) will be applied to individuals that have been informed of the Job Quit Policy at any time in their history of receiving Work First and who voluntarily quit a job, refuse to accept a bona fide job offer, request a reduction in hours, all without good cause or are terminated with cause. The following statement from the MRA-B will be added to MRA-A "I will accept and keep any reasonable

job offered to me. I will not quit a job, refuse an offer of employment or fail to follow up on job referrals without good cause.”

12. Signature Page

Applicants and recipients will sign a Signature Page instead of having to sign each individual form. (see attachment)

13. Employment Cases will be Drug Tested

All mandatory employment cases will be drug tested. If the recipient fails the drug test they must cooperate with substance abuse treatment or will be out of compliance with their MRA.

XIII. Appeals Process

Catawba County will have a two-tier appeals process that substantially complies with state law (G.S. 108A-79).

A line supervisor in the Family Support Division who has not had any involvement with the family or the case will conduct the first tier of the hearing process. Unless the family requests an extension with good cause, this hearing must be held within five workdays of the request. A written statement of the decision must be served by certified mail to the appellant within five working days of the first tier hearing. The first-tier hearing follows all of the time frames and conditions of state/standard county policy.

If the family wishes to appeal the decision rendered by the first tier appeal, the family must notify Catawba County Social Services within 15 days of the date the initial decision was mailed to the appellant. If the appellant withdraws their request for the second-tier appeal prior to the hearing date the decision of the first-tier hearing stands. The second tier hearing will take place within ten workdays and will be recorded. A supervisor who has not had any involvement with the family or the case will conduct the second-tier hearing. The hearing officer will render his/her decision within 45 days.

Catawba County policy will differ from G.S. 108A-79 in that the Hearing Officer who conducts the second tier hearing has only 45 days to render a decision and that decision will be considered final.

Any applicant/recipient who is dissatisfied with the final decision of the Department may file, within 30 days of receipt of notice of such decision, a petition for judicial review in Superior Court of Catawba County. Failure to file a petition within the time stated shall operate as a waiver of the right of such party to review.

XIV. Review Prior to Expiration of Time Limits

Catawba County will continue to follow criteria established and implemented by the State for reviewing cases prior to the expiration of time limits. In addition, the supervisor will review and monitor weekly/monthly state reports regarding families time limits. The supervisor will continue to complete monthly staffing with the Work First case managers to review the time used by each participant to discuss actions that are needed to be taken to empower the family to move towards self-sufficiency.

Each time a Mutual Responsibility Agreement is developed, the Eligibility Tracking Update screen will be reviewed, discussed and signed by the case manager and participant to ensure that both parties are aware of the months left on the time clock.

XV. Funding Requirements

Amount of the county block grant earmarked for Child Welfare Services is 58% in both fiscal years (FY 2012-13 and FY 2013-14).

Amount of the county block grant designated for Work First Diversion Assistance, Work First Family Assistance, Work First Services and Maintenance of Effort contribution:

Child Welfare Services	\$1,519,259.00
TANF CPS/FC/Adoption	<u>188,391.00</u>
Total WFBG for children	\$1,707,650.00
TANF Domestic Violence	\$ 26,706.00
Daycare Administration	\$ 30,000.00
WF Purchased Services	\$ 540,300.00
WF Emergency Assistance	\$ 10,000.00
WF 200%	\$ 6,800.00
WF Family Assistance	\$ 442,484.00
WF Benefit Diversion	<u>\$ 189,636.00</u>
Total WFBG for Families	\$ 1,245,926.00
Grand Total – WFBG	\$2,953,573.00
Maintenance of Effort	\$1,584,850.00

XVI. Certification

As Chairman of the Catawba County Board of Commissioners, I hereby certify that during each fiscal year to which this plan is applicable:

This program will be known as the Catawba County Work First Program;

The provision described in this plan will be carried out in accordance with state and federal law;

This plan was developed based upon recommendations of the Planning Committee, current Work First participants, and Social Service/Work First Staff.

I also certify that:

The citizens of Catawba County have been given an opportunity to review this plan.

The Catawba County Board of County Commissioners has approved this plan and is the entity responsible for the Catawba County Work First Program.

C. Planning, Parks and Development.

Planning, Parks and Development Director Jacky Eubanks a request for the Board to approve an Assistance Policy and a Disbursement Policy for the Catawba County 2011 Urgent Repair Program. The North Carolina Housing Finance Agency awarded Catawba County a 2011 Urgent Repair Program Grant in the amount of \$37,500. The Program will assist approximately seven low-income households by providing energy efficiency improvements and minor structural repairs. The Western Piedmont Council Of Governments will provide day-to-day management of the program, with administration oversight provided by the County's Planning Department. Commissioner Isenhower made a motion to approve the Assistance Policy and Disbursement Policy. The motion carried unanimously. The follow policies apply:

**ASSISTANCE POLICY
FOR THE
CATAWBA COUNTY
2011 URGENT REPAIR PROGRAM**

What is the Urgent Repair Program?

Catawba County has been awarded \$37,500 from the North Carolina Housing Finance Agency (NCHFA), under the 2011 cycle of the Urgent Repair Program (URP11). This program will be used to provide urgent repairs to seven (7) homes scattered throughout all of Catawba County, including all towns, cities and municipalities with the exception of the City of Hickory. These funds, from the NCHFA, are funded by the North Carolina Housing Trust Fund.

This Assistance Policy has been designed to be fair, open, non-discriminatory and consistent with the Catawba County's application for funding and with the NCHFA's URP Guidelines.

What are the goals of the Urgent Repair Program?

- To alleviate housing conditions which pose an imminent threat to the life or safety of very low-income homeowners with special needs; and
- To provide accessibility modifications and other repairs necessary to prevent the imminent displacement of very low-income homeowners with special needs, such as frail elderly and persons with disabilities.

Eligibility To be eligible for assistance under URP11 applicants:

- 1) must reside within the limits of Catawba County including all towns, cities and municipalities with the exception of the City of Hickory and own and occupy the home in need of repair.
- 2) must have a household income which does not exceed 50% of the Hickory-Lenoir-Morganton MSA for the household size (see income limits in Attachment A)
- 3) must have a special need (i.e., be elderly (62 years of age or older), handicapped or disabled, a single parent with a dependent living at home, a large family with five or more household members or a household with a child below the age of six with an elevated blood lead level (between 10ug/dl and 20 ug/dl).
- 4) must have urgent repair needs, which can not be met through other state or federally-funded housing assistance programs.

Eligible applicants will be selected without regard to race, color, religion, sex, national origin, handicapping condition, or family status of the owners or occupants.

Selection of applicants

Income and property ownership will be verified, and an initial housing condition inspection and preliminary cost estimate will determine severity of need.

The applicants to be selected to receive assistance through Catawba County's Urgent Repair Program will be selected on a first come first served basis within appropriate income categories, and will be approved by the Catawba County Director of Planning and Recreation.

Under NCHFA Program Guidelines, a minimum of 50% of households assisted must have incomes which are less than 30% of the area median income for the household size, and no household with an income exceeding 50% of the area median income will be eligible. A minimum of eight (4) very-low income households in each county will be served first, on a first come first served basis, before any low-income households will be served. In the event of a life-threatening situation, a household could be served immediately.

The definitions of special needs' populations under URP 11 are:

Elderly: An individual aged 62 or older.

Handicapped or disabled: A person who has a physical, mental or developmental disability that greatly limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment.

Large Family: A large family household is composed of five or more individuals; at least four are immediate family members.

Head of Household: The person or persons who own(s) the house.

Household Member: Any individual who is an occupant (defined below) of the unit to be rehabilitated shall be considered a "household member" (the number of household members will be used to determine the household size and all household members are subject to income verification).

Occupant: An occupant is defined as any immediate family member (mother, father, spouse, son/daughter of the head of the household, regardless of the time of occupancy); or non-immediate family member who has resided in the dwelling at least 3 months prior to the submission of the family's application.

Single-Parent Household: A household in which one and only one adult resides with one or more dependent children.

Child with elevated blood lead level: A child below the age of six with an elevated blood level between 10 ug/dl and 20 ug/dl.

What is the form of assistance under URP11?

Catawba County will provide assistance to homeowners whose homes are selected for repair/modification in the form of a loan. Homeowners will receive an unsecured, deferred, interest-free loan, forgiven at a rate of \$1,000 per year, until the principal balance is reduced to zero.

What is the amount of the loan?

The amount of the loan will depend on the scope of work necessary to address the identified imminent threats to life and/or safety, and that amount will be determined by the WPCOG's housing inspector. There is no minimum to the amount of the loan; however, the maximum life-time limit according to the guidelines of the URP11 is \$6,000.

What kinds of work will be done?

Only repairs that address imminent threats to life and/or safety of occupants of the dwelling unit or accessibility modifications will be performed under the Catawba County URP. It should be noted that all deficiencies in a home may not be rectified with the available funds. The URP11 program does not obligate Catawba County or the North Carolina Housing Finance Agency to make the home conform to any local, state or federal housing quality standards. All work that is completed under URP 11 must meet or exceed NC Residential Building Code.

Who will do the work on the homes?

Catawba County is obligated under URP11 to ensure that quality work is done at reasonable prices and that all work is contracted through a fair, open and competitive process. To meet those very difficult requirements, Catawba County will invite bids only from contractors who are part of an "approved contractors' registry".

To be on the registry, contractors must (1) fill out an application form, listing several references and recent jobs completed, and (2) receive the "conditional approval" of Catawba County. Once a contractor who has been conditionally approved has successfully completed one job for Catawba County, his or her status is upgraded to "regular approval", meaning that they will be allowed to bid on a regular rotation as long as they remain in good standing. (Homeowners who know of quality rehabilitation contractors that are not on Catawba County's Approved Contractors Registry are welcome to invite them to apply.)

A minimum of three approved contractors will be invited to bid on each job, and the lowest responsive and responsible bidder will be selected for the contract. "Responsive and responsible" means the contractor (1) is deemed able to complete the work in a timely fashion, and (2) that the bid is within 15% (in either direction) of the WPCOG's cost estimate.

In the case of a life threatening emergency, bids may be solicited by telephone or facsimile.

What are the steps in the process, from application to completion?

1. Completing an Application form: Apply by contacting either Laurie Powell, 828-322-9191 ext. 249, Community Development Administrator, at the Western Piedmont Council of Governments. Proof of ownership and income will be required. Those who have applied for housing assistance from Catawba County in the past will not automatically be reconsidered. A new application will need to be submitted.

2. Preliminary inspection: The WPCOG's Housing Inspector and a Community Development Administrator will visit the homes of potential loan recipients to determine the need and feasibility of repairs/modifications. All parts of the home must be made accessible

for inspection, including the attic and crawlspace, if any. The owner should report any known problems such as electrical short circuits, blinking lights, roof leaks and the like.

3. Screening of applicants: Household income will be verified for program purposes only (information will be kept confidential). Ownership of property will be verified.

4. Applicant interviews: Approved applicants will be provided detailed information on assistance, program repair/modification standards and the contracting procedures associated with their project at this informational interview.

5. Work write-up: The WPCOG's Housing Inspector will prepare a complete and detailed work specification known as the "work write-up". A final cost estimate will also be prepared by the Housing Inspector and held in confidence until bidding is completed.

6. Bidding: The work write-up and bid documents will be mailed to a minimum of three contractors on the Approved Contractors' Registry who will be given at least one week in which to inspect the property and prepare bid proposals. The names of the invited contractors will be supplied to the homeowner. Each will need access to those areas of the house, in which work is to be performed, in order to prepare a bid. A bid opening will be conducted at the WPCOG at a specified date and time, with all bidders and the homeowner invited to attend.

7. Contractor Selection: After review of bid breakdowns and timing factors, the winning bidder will be selected. All bidders and the homeowners will be notified of (1) the selection, (2) the amount, (3) the amount of the WPCOG's cost estimate, and (4) if other than the lowest bidder is selected, of the specific reasons for the selection.

8. Pre-construction conference: A pre-construction conference will be held at the home. At this time, the homeowner, contractor and program representatives will discuss the details of the work to be done. Starting and ending dates will be agreed upon, along with any special arrangements such as weekend or evening work hours and disposition of items to be removed from the home (such as old plumbing, etc.). The contract and promissory note will be executed during this conference.

9. Construction: The contractor will be responsible for obtaining any required building permits for the project before beginning work. The permit must be posted at the house during the entire period of construction. Program staff will closely monitor the contractor during the construction period to make sure that the work is being done according to the work write-up (which is made a part of the rehabilitation contract by reference) and in a timely fashion. The County Building Inspectors will inspect new work for compliance with the State Building Code as required by the guidelines of URP11. The homeowner will be responsible for working with the contractor toward protecting personal property by clearing work areas as much as practicable.

10. Change Orders: All changes to the scope of work must be reduced to writing as a contract amendment ("change order") and approved by all parties to the contract: the owner, the contractor and two representatives of Catawba County. If the changes require an adjustment in the loan amount, a loan modification stating these changes in the contract amount must be completed by Catawba County, and executed by the owner.

11. Payments to contractor: The contractor will be paid following inspection of and satisfactory completion of all items on the work write-up, as well as the receipt by Catawba County of the contractor's invoice and a release of liens, signed by all subcontractors employed on the job and by all material suppliers from whom materials for the job were purchased.

12. Post-construction conference: Following construction, the contractor and the Community Development Administrator will sit down with the homeowner one last time. At this conference the contractor will hand over all owner's manuals and warranties on equipment. The contractor and Community Development Administrator will review operating and maintenance of the home with the homeowner. The homeowner will have the opportunity to ask any final questions about the work.

13. Closeout: Once each item outlined in section 11 has been satisfied, and the Building Inspector has issued a Certificate of Compliance (if required) and the homeowner has signed a Certificate of Satisfaction, the job will be closed out.

Will the personal information provided remain confidential? Yes. All information in applicant files will remain confidential. Access to the information will be provided to only the Catawba County employees who are directly involved in the program, the North Carolina Housing Finance Agency and auditors.

What about conflicts of interest? No officer, employee or other public official of the Catawba County, or member of the Policy Board, or entity contracting with the Catawba County who exercises any functions or responsibilities with respect to URP11 shall have any interest, direct or indirect, in any contract or subcontract for work to be performed with program funding, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. Relatives of Catawba County employees may be approved for rehabilitation assistance only upon public disclosure before the Policy Board and written permission from NCHFA.

What about favoritism? All activities under URP11, including applications, inviting bids, selecting contractors and resolving complaints, will be conducted in a fair, open and non-discriminatory manner, entirely without regard to race, creed sex, color or national origin.

Complaints?

During the application process:

The policy for accepting and resolving complaints from applicants deemed ineligible for the Catawba County URP11 is contained in the attached Urgent Repair Program Complaint Procedure (See Attachment B)

During the repair/modification process:

1. If the homeowner feels that repairs or modifications are not being completed according to the contract, he/she must inform the contractor and the Housing Inspector.
2. The Housing Inspector will inspect the work in question. If he finds that the work is not being completed according to contract, the Housing Inspector will review the work write-up with the contractor and ask the contractor to remedy the problem.
3. If problems persist, a mediation conference between the homeowner and the contractor may be convened by the Housing Inspector and facilitated by Catawba County.
4. Should the mediation conference fail to resolve the dispute, the Housing Inspector will render a written final decision.
5. If the Housing Inspector finds that the work is being completed according to contract, the complaint will be noted and the Housing Inspector and the homeowner will discuss the concern and the reason for the Housing Inspector's decision.

Who can I contact about URP11? Any questions regarding any part of this application or program should be addressed to:

Laurie Powell (828-322-9191 ext. 249)
Western Piedmont Council of Governments
PO Box 9026
Hickory, NC 28603

Copies of all referenced materials contained in this Assistance Policy may be obtained from the Catawba County, 100-A SW Blvd, PO Box 389, Newton, NC 28658.

This Urgent Repair Program Assistance Policy is adopted by the Catawba County Board of Commissioners on this 12th day of September, 2011.

**CATAWBA COUNTY
URGENT REPAIR PROGRAM (URP 11)
PROCUREMENT AND DISBURSEMENT POLICY**

PROCUREMENT POLICY

1. To the maximum extent practical, Catawba County promotes a fair, open and competitive procurement process as required under the North Carolina Housing Finance Agency's Urgent Repair Program (URP). Bids are invited from Contractors who are part of Catawba County's approved contractor registry. (To be on the registry, a contractor must complete an application, have their recent work inspected, reviewed and approved by the Rehabilitation Specialist and submit proof of insurance.) Any contractor listed with and approved by Catawba County and in good standing will receive automatic approval status on the contractor registry.
2. At least three eligible contractors on Catawba County's approved contractor registry shall be invited to bid on each job and the lowest responsive and responsible bidder shall be selected for the contract. "Responsive and responsible" means (a) the contractor is deemed able to complete the work in a timely fashion, (b) the bid is within 15%, in either direction, of the WPCOG's cost estimate, and (c) there is no conflict of interest (real or apparent).
3. Although bid packages may be bundled for multiple job sites, the bids for multiple job sites shall be considered separate and apart when awarded and shall be awarded to the lowest responsive and responsible bidder(s) for each job site.
4. Bid packages shall consist of an invitation to bid, work write up(s) and bid sheet(s) for each job.

5. Bids must include a cost-per-item breakdown with line item totals equaling the submitted bid price. Discrepancies must be reconciled prior to a contract being awarded.
6. Any change to the original scope of work must be reduced to writing in the form of a change order to be agreed upon and signed by all parties to the original contract and two representatives of Catawba County. The change order must also detail any changes to the original contract price.
7. No work may begin prior to a contract being awarded and a written order to proceed provided to the contractor. In addition, a pre-construction conference and “walk thru” shall be held at the work site prior to commencement of repair work.
8. Catawba County reserves the right to reject any or all bids at any time during the procurement process.
9. In the event of a true emergency situation, Catawba County reserves the right to waive normal procurement procedures in favor of more expedient methods, which may include seeking telephone quotes, faxed bids and the like. Should such methods ever become necessary the transaction will be fully documented.
10. All sealed bids will be opened publicly at a time and place to be announced in the bid invitation. All bidders are welcome to attend.

DISBURSEMENT POLICY

1. All repair work must be inspected by (a) the WPCOG’s Housing Inspector, and (b) the homeowner prior to any payments to contractors. If all work is deemed satisfactory and all other factors and written agreements are in order, payment shall be issued upon presentation of an original invoice from the contractor. Contractor should allow 21 business days for processing of the invoice for payment.
2. If any of the work is deemed unsatisfactory, it must be corrected prior to authorization of payment. If the contractor fails to correct the work to the satisfaction of the WPCOG’s Housing Inspector, payment may be withheld until such time the work is satisfactory. (Contractors may follow Catawba County’s Urgent Repair Program Assistance Policy if a dispute occurs; however, contractors shall abide by the final decision as stated in the policy).
3. Catawba County assures, through this policy, that adequate funds shall be available to pay the contractor for satisfactory work.

4. All contractors, sub-contractors and suppliers must sign a lien waiver prior to disbursement of funds.

The Procurement and Disbursement Policies are adopted this the 12th day of September, 2011.

Catawba County

D. Tax.

Tax Collector Ona Scruggs presented a request for the Board to approve the Fiscal Report and Settlement of 2010 for the fiscal year beginning July 1, 2010 and ending June 30, 2011 taxes in accordance with North Carolina General Statutes. The report reflected that \$77,216,606 (97.27%) in real estate and personal property tax has been collected as of June 30, 2011, with \$2,167,872 outstanding in real estate and personal property tax. Commissioner Beatty made a motion to accept and approve this report. The motion carried unanimously. The report is as follows:

FISCAL YEAR JULY 1, 2010 TO JUNE 30, 2011

CATAWBA COUNTY 2010 TAX YEAR

REAL ESTATE / PERSONAL PROPERTY TAXES – COUNTY AND FIRE DISTRICTS

ADJUSTED LEVY as of 6/30/2011	-----	\$79,384,478
BALANCE OF A/R as of 6/30/2011	-----	\$ 2,167,872
COLLECTIONS as of 6/30/2011	-----	\$77,216,606
PERCENTAGE COLLECTED AS OF 6/30/2011	-----	97.27%

I, Ona Scruggs, do hereby affirm that this is a true and accurate report concerning the tax levy of Catawba County, North Carolina, for Fiscal Year 2010/2011, 2010 tax year.

This is the _____ day of _____ 20_____

COLLECTIONS FROM OTHER SOURCES

Real and Personal Property Taxes

Collected 2010--- County and Fire Districts	\$77,217,756.72
Interest-----2010 and Prior Years	\$ 1,539,884.34
Prior Years 1999-2009---Principal- County & Fire	\$ 442,318.10

Vehicle Tax

Collected 2009--- County & Fire Districts	\$ 5,099,541.51
Prior Years 1999-2008--- Principal – County & Fire	\$ 795,608.91
Interest on Vehicle Tax --- 2009 and Prior Years	\$ 103,748.18

Prepaid tax Distribution on 2010 County Tax	\$ 262,682.61
NSF Check Charges	\$ 7,867.61
Garnishment & attachment fees	\$ 29,742.74
Privilege Licenses	\$ 24,876.09
Gross Receipts Tax--- (Tax on Rental Vehicles)	\$ 84,708.08
Gross Receipts Tax--- (Tax on Heavy Equipment)	\$ 8,357.94
Fees for Deed and Map Copies	\$ 4,843.33
Foreclosure & Legal Fees	\$ 16,728.41

*Municipal Collection Charges:

Cities @ \$3.64 /bill and \$3.17 bill Out of County	\$151,937.18
Cities Fees of 1 1/2% on Auto Tax Collected	\$ 34,950.67

*MUNICIPAL COLLECTION CHARGES

Brookford	326	Bills	x	\$3.64 =	\$ 1,186.64
Catawba	624	Bills	x	\$3.64 =	\$ 2,271.36
Claremont	1,130	Bills	x	\$3.64 =	\$ 4,113.20
Conover	5,253	Bills	x	\$3.64 =	\$19,120.92
Hickory	21,897	Bills	x	\$3.64 =	\$79,705.08

\$151,937.18

- * \$3.17 represents the cost of collection for each bill.
- *\$0.47 represents the cost of IT data processing for each bill.
- **No data process was done by Catawba County's ITC for these Burke County Bills

2010 COLLECTIONS INFORMATION BY CITY AND TOWN

Real Estate and Personal Property

OUTSTANDING

	LEVY	COLLECTED	BALANCE	PERCENT
Brookford	\$ 96,075	\$ 89,304	\$ 6,771	92.95%
Catawba	306,752	279,203	27,549	91.02%
Claremont	1,563,644	1,549,160	14,484	99.07%
Conover	4,023,200	3,935,236	87,964	97.81%
Hickory	21,568,451	20,960,384	608,067	97.18%
Hickory/ Burke County	236,160	234,606	1,554	99.34%
Long View	980,707	923,940	56,767	94.21%
Long View/ Burke County	135,343	126,610	8,733	93.55%
Maiden	1,608,552	1,582,824	25,728	98.40%
Newton	4,859,455	4,706,914	152,541	97.86%

Vehicle Collections

	PRINCIPAL	INTEREST	TOTAL
Brookford	\$ 46,415	\$ 267	\$ 46,682
Catawba	15,689	188	15,877
Claremont	41,766	275	42,041
Conover	192,140	1,225	193,365
Hickory	1,113,670	7,042	1,120,712

City tag fees	120,952	1,041	121,993
Long View	49,844	507	50,351
Maiden	56,601	618	56,219
Newton	224,050	2,299	226,349

STATUS OF COLLECTION PERCENTAGE AS OF JUNE 30, 2011

Fiscal year 07/01/09 thru 06/30/10
Tax Year 2009

Adjusted Levy	\$78,894,118
Collections	77,803,870
Outstanding Balance (Real Estate & Personal Property)	1,090,248
Percentage Collected	98.62%

Fiscal Year 07/01/08 thru 06/30/09
Tax Year 2008

Adjusted Levy	\$77,688,977
Collections	77,084,256
Outstanding Balance (Real Estate & Personal Property)	604,721
Percentage Collected	99.22%

PRIOR YEARS COLLECTION RESULTS

FISCAL YEAR	TAX YEAR	LEVY	PERCENTAGE COLLECTED
1979/80	1979	11,062,367	91.92
1980/81	1980	11,723,000	97.01
1981/82	1981	12,341,738	97.98
1982/83	1982	12,769,270	98.85
1983/84	1983	14,364,144	99.43
1984/85	1984	15,016,524	99.46
1985/86	1985	15,023,711	99.30
1986/87	1986	17,970,927	99.12
1987/88	1987	17,385,223	99.31

1988/89	1988	17,812,972	99.35
1989/90	1989	21,676,434	99.34
1990/91	1990	22,611,620	99.19
1991/92	1991	27,682,982	99.30
1992/93	1992	28,240,644	99.20
1993/94	1993	28,280,279	99.64
1994/95	1994	29,570,920	99.61
1995/96	1995	33,664,697	99.61
1996/97	1996	34,868,643	99.57
1997/98	1997	37,850,343	99.50
1998/99	1998	39,189,655	98.98
1999/2000	1999	47,323,073	98.76
2000/01	2000	49,092,961	98.53
2001/02	2001	51,214,653	98.52
2002/03	2002	53,182,726	98.47
2003/04	2003	57,179,727	98.30
2004/05	2004	57,597,987	98.24
2005/06	2005	59,926,161	98.14
2006/07	2006	61,893,002	98.04
2007/08	2007	74,971,643	97.92
2008/09	2008	77,832,429	97.34
2009/10	2009	78,921,143	97.30
2010/2011	2010	79,384,478	97.27

10. Other Items of Business: None.

11. Attorney's Report:

County Attorney Debra Bechtel recommended in accordance with North Carolina General Statute 143-318.11(a)(3), the Board move into Closed Session to consult with an attorney employed or retained by the public body, in order to preserve the attorney-client privilege between the attorney and the public body. She anticipated no action upon return to open session. Commissioner Hunsucker made a motion to move to closed session at 7:45 p.m. The motion carried unanimously.

12. Manager's Report. None.

13. Adjournment: The Board returned to open session at 7:50 p.m.; no action was taken. The Board started discussions on various capital projects and determined that a retreat would be scheduled to complete these discussions. Commissioner Hunsucker made a motion to adjourn at 8:05 p.m. The motion carried unanimously.

Katherine W. Barnes, Chair
Catawba County Board of Commissioners

Barbara E. Morris
County Clerk